

**CONFIDENTIAL**

*File*

*OO Contact*

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16 January 1962



[Redacted] I contact you about the possibility of a Shelf-Filing System for your Office. I understand that you have a filing space problem.

We recently completed [Redacted] Shelf-Filing System [Redacted]. As you know the main advantage of Shelf-Filing is the use of space above the average filing cabinet that is normally wasted. Our experience [Redacted] installations has shown a 50% floor space savings for equipment while increasing filing capacity about 20%.

To enable us to do some advance planning will you send me the following information at your earliest convenience.

1. Volume of records on hand by type, i.e. Administrative

[Redacted]  
provide volumes in linear feet (example one 4-drawer safe equals 8 linear feet.)

2. Size of file folders - Letter or Legal.
3. Number of pieces of filing equipment by type.
4. A floor plan of your vault space, to scale, showing projections, doorways, electrical outlets, heat vents, location of overhead lighting, and ceiling height.

Upon receipt of this information I will review and advise you of my proposals which will include a list of material needed. After your approval we will have the necessary equipment ordered by Headquarters and new file folders prepared. We will also assist with the installation and conversion to the new system when the equipment arrives.

Sincerely,



Distribution:

- Orig. & 1 - Addressee
- 1 - Exec. Officer/00
- ✓ 1 - RMS File

Records Administration Officer

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Also on 1/29/63 - copy

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